

856**Ship Notice/Manifest****Functional Group=SH**

This Draft Standard for Trial Use contains the format and establishes the data contents of the Ship Notice/Manifest Transaction Set (856) for use within the context of an Electronic Data Interchange (EDI) environment. The transaction set can be used to list the contents of a shipment of goods as well as additional information relating to the shipment, such as order information, product description, physical characteristics, type of packaging, marking, carrier information, and configuration of goods within the transportation equipment. The transaction set enables the sender to describe the contents and configuration of a shipment in various levels of detail and provides an ordered flexibility to convey information. The sender of this transaction is the organization responsible for detailing and communicating the contents of a shipment, or shipments, to one or more receivers of the transaction set. The receiver of this transaction set can be any organization having an interest in the contents of a shipment or information about the contents of a shipment.

Heading:

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Notes</u>	<u>Usage</u>
10	ST	Transaction Set Header	M	1			Must use
20	BSN	Beginning Segment for Ship Notice	M	1			Must use

Detail:

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Notes</u>	<u>Usage</u>
LOOP ID - HL							
			-	-	200000	C2/10L	-
10	HL	Hierarchical Level	M	1		C2/10	Must use
20	LIN	Item Identification	O	1			Used
30	SN1	Item Detail (Shipment)	O	1			Used
50	PRF	Purchase Order Reference	O	1			Used
60	PO4	Item Physical Details	O	1			Used
70	PID	Product/Item Description	O	200			Not recom
110	TD1	Carrier Details (Quantity and Weight)	O	20			Used
120	TD5	Carrier Details (Routing Sequence/Transit Time)	O	12			Used
140	TD4	Carrier Details (Special Handling, or Hazardous Materials, or Both)	O	5			Used
150	REF	Reference Identification	O	>1			Used
LOOP ID - CLD							
			-	-	200	-	-
170	CLD	Load Detail	O	1			Used
200	DTM	Date/Time Reference	O	10			Used
210	FOB	F.O.B. Related Instructions	O	1			Used
LOOP ID - N1							
			-	-	200	-	-
220	N1	Name	O	1			Used
230	N2	Additional Name Information	O	2			Used
240	N3	Address Information	O	2			Used
250	N4	Geographic Location	O	1			Used
270	PER	Administrative Communications Contact	O	3			Used

Summary:

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Notes</u>	<u>Usage</u>
20	SE	Transaction Set Trailer	M	1			Must use

Comments:

2/10L The HL segment is the only mandatory segment within the HL loop, and by itself, the HL segment has no meaning.

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User Note 1: 1. Contractors use this transaction set to send a single Shipment Notice (SN), applicable to one or more orders, under a single shipment number to a quality assurance representative (QAR).

2. Contractor, Contract Administration Offices (CAOs) and other parties, such as Purchasing Offices, Item Managers and Program Managers, use this transaction set to provide shipment information to designated parties in a contract, Inventory Material Manager, or other Service/Agency designated organizations (the latter via their Automated Data Processing points). Contractors must transmit a Material Inspection and Receiving Report (MIRR, DD Form 250), Ship Notice, within one workday of shipment or performance. CAOs transmit a Shipment Performance Notice after receipt of a contractor transmitted Shipment Notice.

3. Use a single occurrence of this transaction set to report, cancel, or correct, either one or more supply (including bulk petroleum) and service Shipment Notice or Shipment Performance Notice to one or more activities. Use one occurrence of this transaction set to transmit single or multiple transactions.

4. This transaction set does not cover full reporting requirements for Tanker/Barge Material Inspection and Receiving Reports.

5. Use this transaction set to send an original Shipment Notice, or to cancel or correct a previously transmitted Shipment Notice.

6. The Defense Finance and Accounting Service uses a single occurrence of this transaction set to transmit Destination Acceptance alert information to ship-to addresses of material shipments requiring acceptance at destination.

7. Use a single occurrence of this transaction set to transmit destination acceptance alerts for one or more shipments.

8. Do not include classified information in the Shipment Notice or Shipment Performance Notice.

9. The Defense Contract Management Command does not send Shipment Performance Notices for Army, Navy, and Defense Logistics Agency fast pay contracts of \$25,000 or less, except when reporting on bulk petroleum shipments.

10. DoD, Federal and Civil Agency users operating under the Defense Logistics Management System (DLMS) must reference the Unit of Issue and Purchase Unit Conversion Table and the Transportation Mode of Shipment Conversion Table which can be found on the National Institute of Standards and Technology (NIST) World Wide Web site.

ST Transaction Set Header

Pos: 10	Max: 1
Heading - Mandatory	
Loop: N/A	Elements: 2

User Option (Usage): Must use

To indicate the start of a transaction set and to assign a control number

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>				
ST01	143	Transaction Set Identifier Code Description: Code uniquely identifying a Transaction Set	M	ID	3/3	Must use				
		<table><tr><td><u>Code</u></td><td><u>Name</u></td></tr><tr><td>856</td><td>Ship Notice/Manifest</td></tr></table>	<u>Code</u>	<u>Name</u>	856	Ship Notice/Manifest				
<u>Code</u>	<u>Name</u>									
856	Ship Notice/Manifest									
<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>				
ST02	329	Transaction Set Control Number Description: Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set	M	AN	4/9	Must use				
		User Note 1: <i>A unique number assigned by the originator of the transaction set, or the originator's application program.</i>								

Semantics:

1. The transaction set identifier (ST01) used by the translation routines of the interchange partners to select the appropriate transaction set definition (e.g., 810 selects the Invoice Transaction Set).

BSN Beginning Segment for Ship Notice

Pos: 20	Max: 1
Heading - Mandatory	
Loop: N/A	Elements: 6

User Option (Usage): Must use

To transmit identifying numbers, dates, and other basic data relating to the transaction set

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
BSN01	353	Transaction Set Purpose Code Description: Code identifying purpose of transaction set <u>Code</u> <u>Name</u> 00 Original	M	ID	2/2	Must use
BSN02	396	Shipment Identification Description: A unique control number assigned by the original shipper to identify a specific shipment User Note 1: 1. Use, on other than Defense Logistics Management System Shipment Performance Notices, to cite the shipment number. If applicable, include the final shipment indicator (i.e., the letter Z) or if applicable, the replacement shipment indicator, e.g., A, B, etc., at the end of the shipment number. 2. When used by Defense Contract Management Command as a Shipment Performance Notice or destination acceptance alert, use ZZ for this data element. Defense Logistics Management System does not use this data element, but it is mandatory in the X12 standards. The ZZ entry satisfies the X12 usage requirements; the receiving application software shall not process it. 3. On Defense Logistics Management System Shipment Performance Notices, do not include the final shipment indicator (Z) on underrun deliveries when a final line item shipment is replaced. In that situation, use the 2/REF/150 segment.	M	AN	2/30	Must use
BSN03	373	Date Description: Date expressed as CCYYMMDD User Note 1: 1. Use to indicate the transaction set creation date. 2. Express the originating activity's date in Universal Time Coordinate (UTC).	M	DT	8/8	Must use
BSN04	337	Time Description: Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99) User Note 1: 1. Express the originating activity's time in Universal Time Coordinate (UTC). 2. Express time in a four-position (Hour Hour Minute Minute) format.	M	TM	4/8	Must use
BSN05	1005	Hierarchical Structure Code Description: Code indicating the hierarchical application	O	ID	4/4	Used

structure of a transaction set that utilizes the HL segment to define the structure of the transaction set

User Note 1: Use BSN05=0001 when document contains Address/Shipment/Order/Packing(optional)/Item information.

Leave blank when document contains only Shipment/Order/Item(optional) information.

<u>Code</u>	<u>Name</u>
0001	Shipment, Order, Packaging, Item

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
BSN06	640	Transaction Type Code	X	ID	2/2	Used

Description: Code specifying the type of transaction

User Note 1: Use to indicate the type of transaction.

<u>Code</u>	<u>Name</u>
AS	Shipment Advice

User Note 1: Use to indicate the transaction is a Material Inspection and Receiving Report [Ship Notice] from a contractor.

Syntax:

1. C0706 - If BSN07 is present, then all of BSN06 are required

Semantics:

1. BSN03 is the date the shipment transaction set is created.
2. BSN04 is the time the shipment transaction set is created.
3. BSN06 is limited to shipment related codes.

Comments:

1. BSN06 and BSN07 differentiate the functionality of use for the transaction set.

Loop HL

Pos: 10	Repeat: 200000
Mandatory	
Loop: HL	Elements: N/A

To identify dependencies among and the content of hierarchically related groups of data segments

Loop Summary:

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Usage</u>
10	HL	Hierarchical Level	M	1		Must use
20	LIN	Item Identification	O	1		Used
30	SN1	Item Detail (Shipment)	O	1		Used
50	PRF	Purchase Order Reference	O	1		Used
60	PO4	Item Physical Details	O	1		Used
70	PID	Product/Item Description	O	200		Not recom
110	TD1	Carrier Details (Quantity and Weight)	O	20		Used
120	TD5	Carrier Details (Routing Sequence/Transit Time)	O	12		Used
140	TD4	Carrier Details (Special Handling, or Hazardous Materials, or Both)	O	5		Used
150	REF	Reference Identification	O	>1		Used
170		Loop CLD	O		200	Used
200	DTM	Date/Time Reference	O	10		Used
210	FOB	F.O.B. Related Instructions	O	1		Used
220		Loop N1	O		200	Used

User Note 1: All HL levels (address, shipment, order and item) are required.

Structure of HL loops:

HL03=V (address)

N1-loop

N1 - required

N2

N3

N4

PER

HL03=S (shipment)

TD1

TD5

REF

DTM

FOB

HL03=O (order)

PRF - required

HL03=I (item)

LIN - required

SN1 - required

PO4

PID

REF

CLD-loop

CLD

HL**Hierarchical Level**

Pos: 10	Max: 1
Detail - Mandatory	
Loop: HL	Elements: 4

User Option (Usage): Must use

To identify dependencies among and the content of hierarchically related groups of data segments

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>																		
HL01	628	Hierarchical ID Number Description: A unique number assigned by the sender to identify a particular data segment in a hierarchical structure User Note 1: <i>In the first 2/HL/010 loop iteration, cite the number 1. In each subsequent loop iteration, increase incrementally by 1.</i>	M	AN	1/12	Must use																		
HL02	734	Hierarchical Parent ID Number Description: Identification number of the next higher hierarchical data segment that the data segment being described is subordinate to User Note 1: <i>1. Do not use in the first occurrence of the 2/HL/010 address loop. Use in subsequent 2/HL/010 shipment loops to identify the relationship between a previous occurrence of the loop and the current occurrence of the loop.</i> <i>2. Cite the sequential serial number assigned in HL01 of the 2/HL/010 address loop to identify the shipment associated with the address. Cite the sequential serial number assigned in HL01 of the 2/HL/010 shipment loop to identify the line item associated with the shipment loop. Cite the sequential serial number assigned in HL01 of the 2/HL/010 shipment or line item loop, as appropriate, to associate a returnable container with its relevant shipment or line item. Citing the applicable information in this fashion provides a cross-reference for all address, shipment, line item and container information contained in the shipment notice. Repeat the shipment, line item and container loops as necessary, to identify all shipments, line items and containers relevant to the shipment(s) being reported.</i>	O	AN	1/12	Used																		
HL03	735	Hierarchical Level Code Description: Code defining the characteristic of a level in a hierarchical structure <table><thead><tr><th><u>Code</u></th><th><u>Name</u></th></tr></thead><tbody><tr><td>I</td><td>Item</td></tr><tr><td>O</td><td>Order</td></tr><tr><td colspan="2">User Note 1: <i>1. Use to identify the individual order loops.</i></td></tr><tr><td colspan="2"><i>2. This code is used ONLY when BSN05 is code 0001.</i></td></tr><tr><td>S</td><td>Shipment</td></tr><tr><td colspan="2">User Note 1: <i>Use to identify the individual shipment loops.</i></td></tr><tr><td>V</td><td>Address Information</td></tr><tr><td colspan="2">User Note 1: <i>Use to identify the transaction set address loop.</i></td></tr></tbody></table>	<u>Code</u>	<u>Name</u>	I	Item	O	Order	User Note 1: <i>1. Use to identify the individual order loops.</i>		<i>2. This code is used ONLY when BSN05 is code 0001.</i>		S	Shipment	User Note 1: <i>Use to identify the individual shipment loops.</i>		V	Address Information	User Note 1: <i>Use to identify the transaction set address loop.</i>		M	ID	1/2	Must use
<u>Code</u>	<u>Name</u>																							
I	Item																							
O	Order																							
User Note 1: <i>1. Use to identify the individual order loops.</i>																								
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V	Address Information																							
User Note 1: <i>Use to identify the transaction set address loop.</i>																								
HL04	736	Hierarchical Child Code Description: Code indicating if there are hierarchical child data segments subordinate to the level being described All valid standard codes are used.	O	ID	1/1	Used																		

Comments:

1. The HL segment is used to identify levels of detail information using a hierarchical structure, such as relating line-item data to shipment data, and packaging data to line-item data.
2. The HL segment defines a top-down/left-right ordered structure.
3. HL01 shall contain a unique alphanumeric number for each occurrence of the HL segment in the transaction set. For example, HL01 could be used to indicate the number of occurrences of the HL segment, in which case the value of HL01 would be "1" for the initial HL segment and would be incremented by one in each subsequent HL segment within the transaction.
4. HL02 identifies the hierarchical ID number of the HL segment to which the current HL segment is subordinate.
5. HL03 indicates the context of the series of segments following the current HL segment up to the next occurrence of an HL segment in the transaction. For example, HL03 is used to indicate that subsequent segments in the HL loop form a logical grouping of data referring to shipment, order, or item-level information.
6. HL04 indicates whether or not there are subordinate (or child) HL segments related to the current HL segment.

LIN**Item Identification**

Pos: 20	Max: 1
Detail - Optional	
Loop: HL	Elements: 9

User Option (Usage): Used

To specify basic item identification data

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>										
LIN01	350	Assigned Identification Description: Alphanumeric characters assigned for differentiation within a transaction set User Note 1: Use to identify in accordance with the format prescribed in the Defense Federal Acquisition Regulation Supplement Uniform Line Item Numbering Policy, the Line Item, if applicable, e.g., Contract Line Item Number, Sub Line Item Number, Exhibit Line Item Number, etc., in accordance with the Uniform Contract Line Item Numbering System.	O	AN	1/20	Must use										
LIN02	235	Product/Service ID Qualifier Description: Code identifying the type/source of the descriptive number used in Product/Service ID (234) User Note 1: 1. For Navy and Defense Logistics Agency contracts, LIN02 must be used at least once and cited either of codes FS, MG, or SW to identify material. Use code SV to identify a service performance notice. 2. Use code PD when the line item cannot be identified by using one of the other listed codes. When used, describe the item in the associated Product/Service ID, DE 234. 3. For bulk fuels, only use code FS.	M	ID	2/2	Must use										
		<table><tr><th><u>Code</u></th><th><u>Name</u></th></tr><tr><td>FS</td><td>National Stock Number User Note 1: Must use for Navy and Defense Logistics Agency contracts, when the National Stock Number is known. Transmit the number without the dashes. Submit only the basic 13 position National Stock Number.</td></tr><tr><td>MG</td><td>Manufacturer's Part Number User Note 1: Use as needed to identify the manufacturer's part number. When applicable use an additional occurrence of a 235/234 pair citing code ZB to identify the manufacturer's Contractor and Government Entity code.</td></tr><tr><td>VP</td><td>Vendor's (Seller's) Part Number User Note 1: Use to indicate a part number assigned by a contractor other than a manufacturer.</td></tr><tr><td>ZB</td><td>Commercial and Government Entity (CAGE) Code User Note 1: Use to identify a manufacturer's Contractor and Government Entity code only when another 235/234 pair cites code MG.</td></tr></table>	<u>Code</u>	<u>Name</u>	FS	National Stock Number User Note 1: Must use for Navy and Defense Logistics Agency contracts, when the National Stock Number is known. Transmit the number without the dashes. Submit only the basic 13 position National Stock Number.	MG	Manufacturer's Part Number User Note 1: Use as needed to identify the manufacturer's part number. When applicable use an additional occurrence of a 235/234 pair citing code ZB to identify the manufacturer's Contractor and Government Entity code.	VP	Vendor's (Seller's) Part Number User Note 1: Use to indicate a part number assigned by a contractor other than a manufacturer.	ZB	Commercial and Government Entity (CAGE) Code User Note 1: Use to identify a manufacturer's Contractor and Government Entity code only when another 235/234 pair cites code MG.				
<u>Code</u>	<u>Name</u>															
FS	National Stock Number User Note 1: Must use for Navy and Defense Logistics Agency contracts, when the National Stock Number is known. Transmit the number without the dashes. Submit only the basic 13 position National Stock Number.															
MG	Manufacturer's Part Number User Note 1: Use as needed to identify the manufacturer's part number. When applicable use an additional occurrence of a 235/234 pair citing code ZB to identify the manufacturer's Contractor and Government Entity code.															
VP	Vendor's (Seller's) Part Number User Note 1: Use to indicate a part number assigned by a contractor other than a manufacturer.															
ZB	Commercial and Government Entity (CAGE) Code User Note 1: Use to identify a manufacturer's Contractor and Government Entity code only when another 235/234 pair cites code MG.															
<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>										
LIN03	234	Product/Service ID Description: Identifying number for a product or service User Note 1: Use code "Z" to indicate "See Contract" when the item cannot be described by one of the other codes, or by using the 2/PID/070 segment.	M	AN	1/48	Must use										
LIN04	235	Product/Service ID Qualifier Description: Code identifying the type/source of the descriptive number used in Product/Service ID (234) All valid standard codes are used.	X	ID	2/2	Used										

LIN05	234	Product/Service ID Description: Identifying number for a product or service	X	AN	1/48	Used
LIN06	235	Product/Service ID Qualifier Description: Code identifying the type/source of the descriptive number used in Product/Service ID (234) All valid standard codes are used.	X	ID	2/2	Used
LIN07	234	Product/Service ID Description: Identifying number for a product or service	X	AN	1/48	Used
LIN08	235	Product/Service ID Qualifier Description: Code identifying the type/source of the descriptive number used in Product/Service ID (234) All valid standard codes are used.	X	ID	2/2	Used
LIN09	234	Product/Service ID Description: Identifying number for a product or service	X	AN	1/48	Used

Syntax:

1. P0405 - If either LIN04,LIN05 is present, then all are required
2. P0607 - If either LIN06,LIN07 is present, then all are required
3. P0809 - If either LIN08,LIN09 is present, then all are required
4. P1011 - If either LIN10,LIN11 is present, then all are required
5. P1213 - If either LIN12,LIN13 is present, then all are required
6. P1415 - If either LIN14,LIN15 is present, then all are required
7. P1617 - If either LIN16,LIN17 is present, then all are required
8. P1819 - If either LIN18,LIN19 is present, then all are required
9. P2021 - If either LIN20,LIN21 is present, then all are required
10. P2223 - If either LIN22,LIN23 is present, then all are required
11. P2425 - If either LIN24,LIN25 is present, then all are required
12. P2627 - If either LIN26,LIN27 is present, then all are required
13. P2829 - If either LIN28,LIN29 is present, then all are required
14. P3031 - If either LIN30,LIN31 is present, then all are required

Semantics:

1. LIN01 is the line item identification

Comments:

1. See the Data Dictionary for a complete list of IDs.
2. LIN02 through LIN31 provide for fifteen different product/service IDs for each item. For example: Case, Color, Drawing No., U.P.C. No., ISBN No., Model No., or SKU.

User Note 1: *Use at ITEM level only.**REQUIRED at the item level.*

1. *Use to identify the National Stock Number, or other description of the item cited.*
2. *If the line item cannot be described using one of the listed codes, there must be at least one use of LIN02/03 citing any applicable code, to satisfy syntax requirements of X12.*

SN1 Item Detail (Shipment)

Pos: 30	Max: 1
Detail - Optional	
Loop: HL	Elements: 4

User Option (Usage): Used

To specify line-item detail relative to shipment

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
SN102	382	Number of Units Shipped Description: Numeric value of units shipped in manufacturer's shipping units for a line item or transaction set	M	R	1/10	Must use
SN103	355	Unit or Basis for Measurement Code Description: Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken User Note 1: Use any code, other than code ZZ, to identify as necessary, the purchase unit for the quantity shipped or service performed. DLMS users see the Unit of Issue and Purchase Unit Conversion Table for available codes. Use code UL when no purchase unit applies. All valid standard codes are used.	M	ID	2/2	Must use
SN105	330	Quantity Ordered Description: Quantity ordered User Note 1: Use to indicate another quantity against an alternate unit of issue. When used, include that other unit of issue in the SN106 data element.	X	R	1/15	Used
SN106	355	Unit or Basis for Measurement Code Description: Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken User Note 1: Use any code, other than code ZZ, to indicate the alternate unit of measure. DLMS users see the Unit of Issue and Purchase Unit Conversion Table for available codes. All valid standard codes are used.	X	ID	2/2	Used

Syntax:

1. P0506 - If either SN105,SN106 is present, then all are required

Semantics:

1. SN101 is the ship notice line-item identification.

Comments:

1. SN103 defines the unit of measurement for both SN102 and SN104.

User Note 1: Use at the ITEM level only.
REQUIRED at the item level.

1. Use to identify quantity in shipment.
2. Use only as needed when reporting services.

PRF Purchase Order Reference

Pos: 50	Max: 1
Detail - Optional	
Loop: HL	Elements: 4

User Option (Usage): Used

To provide reference to a specific purchase order

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
PRF01	324	Purchase Order Number Description: Identifying number for Purchase Order assigned by the orderer/purchaser User Note 1: Enter the purchase order number, contract number (including Federal Supply Schedules, General Services Administration Schedules and all other basic contracts), Blanket Purchase Agreement number, Grant, Lease or Agreement number. This is always the Procurement Instrument Identification Number for the Department of Defense or the equivalent expression for Civilian Agencies. This is never the number of a delivery order, call or release against a basic award instrument. That number is carried in PRF02. This number shall be transmitted without dashes.	M	AN	1/22	Must use
PRF02	328	Release Number Description: Number identifying a release against a Purchase Order previously placed by the parties involved in the transaction User Note 1: Enter the number of a release, call or delivery order against a basic award instrument. This is always the Supplemental Procurement Instrument Identification Number for the Department of Defense or the equivalent expression for Civilian Agencies. This number shall be transmitted without dashes. When preparing a Shipment Performance Notice or destination acceptance alert for Defense Contract Management Command do not include the contract modification number.	O	AN	1/30	Used
PRF03	327	Change Order Sequence Number Description: Number assigned by the orderer identifying a specific change or revision to a previously transmitted transaction set User Note 1: 1. Use to indicate, as applicable, the modification number of the contract or purchase order. When a call or delivery order is cited, use to indicate the modification number of the call or order, as applicable. When both the contract and call or order have been modified, cite the modification number of the call or order and do not transmit the modification number of the contract. 2. Except when shipping instructions are furnished by telephone or message and the confirming contract modification (SF 30) has not been received, do not use PRF03 to enter supplementary numbers used in conjunction with basic Procurement Instrument Identification Numbers to identify -- Modifications to contracts and agreements; Modifications to calls/orders; or Document numbers representing contracts written between contractors.	O	AN	1/8	Used
PRF04	373	Date Description: Date expressed as CCYYMMDD	O	DT	8/8	Used

Semantics:

1. PRF04 is the date assigned by the purchaser to purchase order.

User Note 1: *Use at ORDER level only.
REQUIRED at the order level.*

1. *Use to identify the Procurement Instrument Identification Number and, if applicable, the Supplemental Procurement Instrument Identification Number.*
2. *Use to identify a contract or order modifications, as applicable, except for Defense Contract Management Command use in generating a Shipment Performance Notice.*

PO4 Item Physical Details

Pos: 60	Max: 1
Detail - Optional	
Loop: HL	Elements: 14

User Option (Usage): Used

To specify the physical qualities, packaging, weights, and dimensions relating to the item

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
PO401	356	Pack Description: The number of inner containers, or number of eaches if there are no inner containers, per outer container	O	N0	1/6	Used
PO402	357	Size Description: Size of supplier units in pack	X	R	1/8	Used
PO403	355	Unit or Basis for Measurement Code Description: Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken User Note 1: Use any code other than code ZZ. DLMS users see the Unit of Issue and Purchase Unit Conversion Table for available codes. All valid standard codes are used.	X	ID	2/2	Used
PO404	103	Packaging Code Description: Code identifying the type of packaging; Part 1: Packaging Form, Part 2: Packaging Material; if the Data Element is used, then Part 1 is always required All valid standard codes are used.	X	AN	3/5	Used
PO405	187	Weight Qualifier Description: Code defining the type of weight User Note 1: Use any code other than code Z. All valid standard codes are used.	O	ID	1/2	Used
PO406	384	Gross Weight per Pack Description: Numeric value of gross weight per pack	X	R	1/9	Used
PO407	355	Unit or Basis for Measurement Code Description: Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken User Note 1: Use any code other than code ZZ. DLMS users see the Unit of Issue and Purchase Unit Conversion Table for available codes. All valid standard codes are used.	X	ID	2/2	Used
PO408	385	Gross Volume per Pack Description: Numeric value of gross volume per pack	X	R	1/9	Used
PO409	355	Unit or Basis for Measurement Code Description: Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken User Note 1: Use any code other than code ZZ. DLMS users see the Unit of Issue and Purchase Unit Conversion Table for available codes. All valid standard codes are used.	X	ID	2/2	Used
PO410	82	Length Description: Largest horizontal dimension of an object measured when the object is in the upright position	X	R	1/8	Used
PO411	189	Width Description: Shorter measurement of the two horizontal dimensions measured with the object in the upright position	X	R	1/8	Used

PO412	65	Height Description: Vertical dimension of an object measured when the object is in the upright position	X	R	1/8	Used
PO413	355	Unit or Basis for Measurement Code Description: Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken User Note 1: Use any code other than code ZZ. DLMS users see the Unit of Issue and Purchase Unit Conversion Table for available codes. All valid standard codes are used.	X	ID	2/2	Used
PO414	810	Inner Pack Description: The number of eaches per inner container	O	N0	1/6	Used

Syntax:

1. P0203 - If either PO402,PO403 is present, then all are required
2. C0506 - If PO405 is present, then all of PO406 are required
3. P0607 - If either PO406,PO407 is present, then all are required
4. P0809 - If either PO408,PO409 is present, then all are required
5. C1013 - If PO410 is present, then all of PO413 are required
6. C1113 - If PO411 is present, then all of PO413 are required
7. C1213 - If PO412 is present, then all of PO413 are required
8. L13101112 - If PO413 is present, then at least one of PO410,PO411,PO412 is required
9. C1716 - If PO417 is present, then all of PO416 are required
10. C1804 - If PO418 is present, then all of PO404 are required

Semantics:

1. PO415 is used to indicate the relative layer of this package or range of packages within the layers of packaging. Relative Position 1 (value R1) is the innermost package.
2. PO416 is the package identifier or the beginning package identifier in a range of identifiers.
3. PO417 is the ending package identifier in a range of identifiers.
4. PO418 is the number of packages in this layer.

Comments:

1. PO403 - The "Unit or Basis for Measure Code" in this segment position is for purposes of defining the pack (PO401) /size (PO402) measure which indicates the quantity in the inner pack unit. For example: If the carton contains 24 12-Ounce packages, it would be described as follows: Data element 356 = "24"; Data element 357 = "12"; Data element 355 = "OZ".
2. PO413 defines the unit of measure for PO410, PO411, and PO412.

User Note 1: Use at ITEM level only.

Use, as necessary, to describe the physical details of the item cited in LIN01.

PID Product/Item Description

Pos: 70	Max: 200
Detail - Optional	
Loop: HL	Elements: 2

User Option (Usage): Not recommended

To describe a product or process in coded or free-form format

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
PID01	349	Item Description Type Description: Code indicating the format of a description	M	ID	1/1	Must use
		Code Name F Free-form				
<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
PID05	352	Description Description: A free-form description to clarify the related data elements and their content User Note 1: <i>Use to describe the item cited in LIN01 only when an additional description is required.</i>	X	AN	1/80	Must use

Syntax:

1. C0403 - If PID04 is present, then all of PID03 are required
2. R0405 - At least one of PID04,PID05 is required
3. C0703 - If PID07 is present, then all of PID03 are required
4. C0804 - If PID08 is present, then all of PID04 are required
5. C0905 - If PID09 is present, then all of PID05 are required

Semantics:

1. Use PID03 to indicate the organization that publishes the code list being referred to.
2. PID04 should be used for industry-specific product description codes.
3. PID08 describes the physical characteristics of the product identified in PID04. A "Y" indicates that the specified attribute applies to this item; an "N" indicates it does not apply. Any other value is indeterminate.
4. PID09 is used to identify the language being used in PID05.

Comments:

1. If PID01 equals "F", then PID05 is used. If PID01 equals "S", then PID04 is used. If PID01 equals "X", then both PID04 and PID05 are used.
2. Use PID06 when necessary to refer to the product surface or layer being described in the segment.
3. PID07 specifies the individual code list of the agency specified in PID03.

User Note 1: *Use at ITEM level only.*

Use this segment only when additional free form text is needed to describe the item cited in LIN01.

TD1**Carrier Details (Quantity and Weight)**

Pos: 110	Max: 20
Detail - Optional	
Loop: HL	Elements: 2

User Option (Usage): Used

To specify the transportation details relative to commodity, weight, and quantity

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>				
TD107	81	Weight Description: Numeric value of weight User Note 1: <i>The actual gross weight in pounds of the shipment being reported.</i>	X	R	1/10	Used				
TD108	355	Unit or Basis for Measurement Code Description: Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken <table><tr><th><u>Code</u></th><th><u>Name</u></th></tr><tr><td>LB</td><td>Pound</td></tr></table>	<u>Code</u>	<u>Name</u>	LB	Pound	X	ID	2/2	Used
<u>Code</u>	<u>Name</u>									
LB	Pound									

Syntax:

1. C0102 - If TD101 is present, then all of TD102 are required
2. C0304 - If TD103 is present, then all of TD104 are required
3. C0607 - If TD106 is present, then all of TD107 are required
4. P0708 - If either TD107,TD108 is present, then all are required
5. P0910 - If either TD109,TD110 is present, then all are required

User Note 1: *Use at SHIPMENT level only.*

Use in all contracts administered by Defense Contract Management Command with the exception of Fast Pay Procedures. Use to provide, as applicable, the actual weight in pounds, of the shipment being reported.

TD5 Carrier Details (Routing Sequence/Transit Time)

Pos: 120	Max: 12
Detail - Optional	
Loop: HL	Elements: 1

User Option (Usage): Used

To specify the carrier and sequence of routing and provide transit time information

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
TD504	91	Transportation Method/Type Code Description: Code specifying the method or type of transportation for the shipment User Note 1: <i>Use any code to identify the mode of shipment. Use code ZZ to indicate a tanker shipment. When code ZZ is cited, transmit the transaction set to all addresses qualified by code PN in 2/N1/220. DLMS users see the Transportation Mode of Shipment Conversion Table for available codes.</i> All valid standard codes are used.	X	ID	1/2	Used

Syntax:

1. R0204050612 - At least one of TD502,TD504,TD505,TD506,TD512 is required
2. C0203 - If TD502 is present, then all of TD503 are required
3. C0708 - If TD507 is present, then all of TD508 are required
4. C1011 - If TD510 is present, then all of TD511 are required
5. C1312 - If TD513 is present, then all of TD512 are required
6. C1413 - If TD514 is present, then all of TD513 are required
7. C1512 - If TD515 is present, then all of TD512 are required

Semantics:

1. TD515 is the country where the service is to be performed.

Comments:

1. When specifying a routing sequence to be used for the shipment movement in lieu of specifying each carrier within the movement, use TD502 to identify the party responsible for defining the routing sequence, and use TD503 to identify the actual routing sequence, specified by the party identified in TD502.

User Note 1: *Use at SHIPMENT level only.*

Use to identify the mode of shipment.

TD4 Carrier Details (Special Handling, or Hazardous Materials, or Both)

Pos: 140	Max: 5
Detail - Optional	
Loop: HL	Elements: 1

User Option (Usage): Used

To specify transportation special handling requirements, or hazardous materials information, or both

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
TD401	152	Special Handling Code Description: Code specifying special transportation handling instructions	X	ID	2/3	Used
		<u>Code</u> <u>Name</u>				
		HM Endorsed as Hazardous Material				
		MRF Refrigerated				
		OPR Perishable				

Syntax:

1. R010204 - At least one of TD401,TD402,TD404 is required
2. C0203 - If TD402 is present, then all of TD403 are required

Semantics:

1. TD405 identifies if a Material Safety Data Sheet (MSDS) exists for this product. A "Y" indicates an MSDS exists for this product; an "N" indicates an MSDS does not exist for this product.

User Note 1: *Use at ITEM level only.*

Use to indicate hazardous requirements associated with the item.

REF Reference Identification

Pos: 150	Max: >1
Detail - Optional	
Loop: HL	Elements: 3

User Option (Usage): Used

To specify identifying information

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
REF01	128	Reference Identification Qualifier Description: Code qualifying the Reference Identification User Note 1: Use any code. The listed codes are preferred. 16, 2D, 2E, 2S, 2Y, 3H, 39, 55, 5N, 5S, 72, 73, 82, 83, 97, 9G, AH, AT, AU, BL, BM, C4, CR, DG, DS, E4, EH, EV, FJ, FS, IJ, IL, IQ, IX, K0, K4, K6, KL, KS, KV, KW, LT, NI, NJ, NL, P3, P4, PH, PR, QC, QI, RE, RQ, RS, S2, S3, SI, T4, TG, TN, TP, VQ, VV, VW, W2, W8, WF, WY, XC, XE, YB and ZE.	M	ID	2/3	Must use
		Code 08 Carrier Assigned Package Identification Number User Note 1: Use at SHIPMENT level. Use REF02 for Package ID Number and REF03 for Carrier Identification.				
		IL Internal Order Number User Note 1: Use at ITEM level. MILSTRIP Requisition Number				
		P4 Project Code User Note 1: Use at ITEM level. Use when the contract or shipping instructions contain a three-character project code. Use to indicate the project number applicable to the award instrument.				
		PH Priority Rating User Note 1: Use at ITEM level. Use to indicate the MILSTRIP/FEDSTRIP priority rating.				
REF02	127	Reference Identification Description: Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier User Note 1: Use of this data element is required when used by Defense Contract Management Command to generate a Shipment Performance Notice.	X	AN	1/30	Used
REF03	352	Description Description: A free-form description to clarify the related data elements and their content User Note 1: Use to carry additional information related to a reference number cited in REF02. Use of Free-form text is discouraged if the information can be provided by some other means within the transaction set.	X	AN	1/80	Used

Syntax:

1. R0203 - At least one of REF02, REF03 is required

Semantics:

1. REF04 contains data relating to the value cited in REF02.

User Note 1: *Use at SHIPMENT and ITEM levels.*

1. *Use in the 2/HL/010 shipment loop to identify the bill of lading, transportation control numbers, shipment number assigned by the contractor, and if applicable, the suffix associated with the shipment number.*
2. *Use in the 2/HL/010 line item loops to identify, if applicable, the transaction number (i.e., the requisition number), and also, if applicable, the requisition number suffix, and other suffix, and other controlling numbers.*

Loop CLD

Pos: 170	Repeat: 200
Optional	
Loop: CLD	Elements: N/A

To specify the number of material loads shipped

Loop Summary:

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Usage</u>
170	CLD	Load Detail	O	1		Used

User Note 1: Use at ITEM level only.

CLD Load Detail

Pos: 170	Max: 1
Detail - Optional	
Loop: CLD	Elements: 3

User Option (Usage): Used

To specify the number of material loads shipped

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
CLD01	622	Number of Loads Description: Number of customer-defined loads shipped by the supplier User Note 1: 1. Use the actual number or use the number 1 to satisfy X12 syntax. 2. When BSN05 is code 0001 and HL03 is code O (Order loop), cite the actual number of loads.	M	N0	1/5	Must use
CLD02	382	Number of Units Shipped Description: Numeric value of units shipped in manufacturer's shipping units for a line item or transaction set User Note 1: 1. Indicate the quantity of the item shipped for the requisition number cited in the REF segment. 2. When BSN05 is code 0001, cite the number 1 to satisfy X12 syntax.	M	R	1/10	Must use
CLD05	355	Unit or Basis for Measurement Code Description: Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken User Note 1: Use any code, other than code ZZ, however, it must be the same code used in the Contract Line Item Number description for the contract contained in the LIN segment. All valid standard codes are used.	O	ID	2/2	Used

Syntax:

1. C0504 - If CLD05 is present, then all of CLD04 are required

Semantics:

1. CLD05 is used to dimension the value given in CLD04.

Comments:

1. The CLD data segment may be used to provide information to aid in the preparation of move tags and/or bar coded labels.

User Note 1: Use at ITEM level only.

Use to relate the quantity of the item shipped to one or more requisition numbers.

DTM Date/Time Reference

Pos: 200	Max: 10
Detail - Optional	
Loop: HL	Elements: 2

User Option (Usage): Used

To specify pertinent dates and times

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
DTM01	374	Date/Time Qualifier Description: Code specifying type of date or time, or both date and time User Note 1: <i>Use only one code except for bulk petroleum shipments which may cite codes 011 and 375 together, if applicable.</i>	M	ID	3/3	Must use
		Code		Name		
		011		Shipped		
				User Note 1: <i>Use to indicate that a supply activity has shipped (i.e., the date a shipment was released to a carrier).</i>		
		017		Estimated Delivery		
<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
DTM02	373	Date Description: Date expressed as CCYYMMDD	X	DT	8/8	Used

Syntax:

1. R020305 - At least one of DTM02,DTM03,DTM05 is required
2. C0403 - If DTM04 is present, then all of DTM03 are required
3. P0506 - If either DTM05,DTM06 is present, then all are required

User Note 1: *Use at SHIPMENT level only.*

Use to identify the actual/estimated date of material shipment or service performance.

FOB F.O.B. Related Instructions

Pos: 210	Max: 1
Detail - Optional	
Loop: HL	Elements: 2

User Option (Usage): Used

To specify transportation instructions relating to shipment

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
FOB01	146	Shipment Method of Payment Description: Code identifying payment terms for transportation charges	M	ID	2/2	Must use
		<u>Code</u> <u>Name</u>				
		PP Prepaid (by Seller)				
		PS Paid by Seller				
<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
FOB02	309	Location Qualifier Description: Code identifying type of location	X	ID	1/2	Used
		<u>Code</u> <u>Name</u>				
		DE Destination (Shipping)				
		OR Origin (Shipping Point)				

Syntax:

1. C0302 - If FOB03 is present, then all of FOB02 are required
2. C0405 - If FOB04 is present, then all of FOB05 are required
3. C0706 - If FOB07 is present, then all of FOB06 are required
4. C0809 - If FOB08 is present, then all of FOB09 are required

Semantics:

1. FOB01 indicates which party will pay the carrier.
2. FOB02 is the code specifying transportation responsibility location.
3. FOB06 is the code specifying the title passage location.
4. FOB08 is the code specifying the point at which the risk of loss transfers. This may be different than the location specified in FOB02/FOB03 and FOB06/FOB07.

User Note 1: Use at the SHIPMENT level only.

Loop N1

Pos: 220	Repeat: 200
Optional	
Loop: N1	Elements: N/A

To identify a party by type of organization, name, and code

Loop Summary:

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Usage</u>
220	N1	Name	O	1		Used
230	N2	Additional Name Information	O	2		Used
240	N3	Address Information	O	2		Used
250	N4	Geographic Location	O	1		Used
270	PER	Administrative Communications Contact	O	3		Used

User Note 1: *Use at the ADDRESS level ONLY.*

N1**Name**

Pos: 220	Max: 1
Detail - Optional	
Loop: N1	Elements: 4

User Option (Usage): Used

To identify a party by type of organization, name, and code

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>										
N101	98	Entity Identifier Code Description: Code identifying an organizational entity, a physical location, property or an individual <table><tr><th><u>Code</u></th><th><u>Name</u></th></tr><tr><td>CA</td><td>Carrier</td></tr><tr><td>SE</td><td>Selling Party</td></tr><tr><td>ST</td><td>Ship To</td></tr></table> User Note 1: Use to identify the Prime Contractor. User Note 1: Use to indicate the Ship-to location. Do not use for service line items when there is no shipment of material. Use the 2/SDQ/290 segment to identify multiple ship-to consignees for a single bulk petroleum delivery order.	<u>Code</u>	<u>Name</u>	CA	Carrier	SE	Selling Party	ST	Ship To	M	ID	2/3	Must use		
<u>Code</u>	<u>Name</u>															
CA	Carrier															
SE	Selling Party															
ST	Ship To															
N102	93	Name Description: Free-form name User Note 1: Use as necessary, to indicate the name of the activity cited in N101. When that party can be identified by a code value in N104, it is not necessary to provide the name. If additional characters are required to cite the full name, truncate at a logical point and use the N2 segment for the additional name information.	X	AN	1/60	Used										
N103	66	Identification Code Qualifier Description: Code designating the system/method of code structure used for Identification Code (67) <table><tr><th><u>Code</u></th><th><u>Name</u></th></tr><tr><td>1</td><td>D-U-N-S Number, Dun & Bradstreet</td></tr><tr><td>2</td><td>Standard Carrier Alpha Code (SCAC)</td></tr><tr><td>10</td><td>Department of Defense Activity Address Code (DODAAC)</td></tr><tr><td>33</td><td>Commercial and Government Entity (CAGE)</td></tr></table> User Note 1: Use to indicate the Dun and Bradstreet Number (DMLSS Only). User Note 1: Use when N101="2". User Note 1: Use to indicate the Department of Defense Activity Address Code of the activity cited in N101. Use when N101 cites one of codes C4, FR PN, PR, PZ, RG, ST, or Z7. User Note 1: Use to identify the contractor issuing the shipment notice. Use when N101 is one of codes FR, SE, SF, ST, or SV.	<u>Code</u>	<u>Name</u>	1	D-U-N-S Number, Dun & Bradstreet	2	Standard Carrier Alpha Code (SCAC)	10	Department of Defense Activity Address Code (DODAAC)	33	Commercial and Government Entity (CAGE)	X	ID	1/2	Used
<u>Code</u>	<u>Name</u>															
1	D-U-N-S Number, Dun & Bradstreet															
2	Standard Carrier Alpha Code (SCAC)															
10	Department of Defense Activity Address Code (DODAAC)															
33	Commercial and Government Entity (CAGE)															
N104	67	Identification Code Description: Code identifying a party or other code User Note 1: Use to cite the actual Department of Defense Activity Address Code or Contractor and Government Entity Code of the activity cited in N101, as signaled in N103.	X	AN	2/80	Used										

Syntax:

1. R0203 - At least one of N102,N103 is required
2. P0304 - If either N103,N104 is present, then all are required

Comments:

1. This segment, used alone, provides the most efficient method of providing organizational identification. To obtain this efficiency the "ID Code" (N104) must provide a key to the table maintained by the transaction processing party.
2. N105 and N106 further define the type of entity in N101.

User Note 1: *Use at the ADDRESS level ONLY.*

Use to identify the selling party and the Ship-To party.

N2

Additional Name Information

Pos: 230	Max: 2
Detail - Optional	
Loop: N1	Elements: 2

User Option (Usage): Used

To specify additional names or those longer than 35 characters in length

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
N201	93	Name Description: Free-form name	M	AN	1/60	Must use
N202	93	Name Description: Free-form name	O	AN	1/60	Used

User Note 1: Use at the ADDRESS level ONLY.

Use, as applicable, to indicate additional name information for the party cited in N101, when the size of the name is greater than the space allocated in N102.

N3

Address Information

Pos: 240

Max: 2

Detail - Optional

Loop: N1

Elements: 2

User Option (Usage): Used

To specify the location of the named party

Element Summary:

Ref	Id	Element Name	Reg	Type	Min/Max	Usage
N301	166	Address Information Description: Address information	M	AN	1/55	Must use
N302	166	Address Information Description: Address information	O	AN	1/55	Used

User Note 1: Use at the ADDRESS level ONLY.

Use to indicate the number of the building, the name of the street, suite numbers, if applicable, and any other address information.
Use N302 if additional space is required.

N4 Geographic Location

Pos: 250	Max: 1
Detail - Optional	
Loop: N1	Elements: 4

User Option (Usage): Used

To specify the geographic place of the named party

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
N401	19	City Name Description: Free-form text for city name	O	AN	2/30	Used
N402	156	State or Province Code Description: Code (Standard State/Province) as defined by appropriate government agency	O	ID	2/2	Used
N403	116	Postal Code Description: Code defining international postal zone code excluding punctuation and blanks (zip code for United States) User Note 1: <i>Do not use a dash in the zip code.</i>	O	ID	3/15	Used
N404	26	Country Code Description: Code identifying the country User Note 1: <i>Use only when other than the United States.</i>	O	ID	2/3	Used

Syntax:

1. C0605 - If N406 is present, then all of N405 are required

Comments:

1. A combination of either N401 through N404, or N405 and N406 may be adequate to specify a location.
2. N402 is required only if city name (N401) is in the U.S. or Canada.

User Note 1: *Use at the ADDRESS level ONLY.*

PER

Administrative Communications Contact

Pos: 270	Max: 3
Detail - Optional	
Loop: N1	Elements: 9

User Option (Usage): Used

To identify a person or office to whom administrative communications should be directed

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
PER01	366	Contact Function Code Description: Code identifying the major duty or responsibility of the person or group named <u>Code</u> <u>Name</u> IC Information Contact User Note 1: Use to indicate a general point of contact for information applicable to the DD Form 250.	M	ID	2/2	Must use
PER02	93	Name Description: Free-form name User Note 1: When PER01 cites codes CE or AS, use to indicate the name of the party making the certification or authorization.	O	AN	1/60	Used
PER03	365	Communication Number Qualifier Description: Code identifying the type of communication number <u>Code</u> <u>Name</u> AU Defense Switched Network EM Electronic Mail FT Federal Telecommunications System (FTS) FX Facsimile IT International Telephone TE Telephone	X	ID	2/2	Used
PER04	364	Communication Number Description: Complete communications number including country or area code when applicable	X	AN	1/80	Used
PER05	365	Communication Number Qualifier Description: Code identifying the type of communication number <u>Code</u> <u>Name</u> AU Defense Switched Network EM Electronic Mail EX Telephone Extension User Note 1: When used, there must be a previous communication number citing either a national or international telephone number. FT Federal Telecommunications System (FTS) FX Facsimile IT International Telephone TE Telephone	X	ID	2/2	Used
PER06	364	Communication Number Description: Complete communications number including country or area code when applicable	X	AN	1/80	Used

PER07	365	Communication Number Qualifier Description: Code identifying the type of communication number	X	ID	2/2	Used
		Code		Name		
		AU		Defense Switched Network		
		EM		Electronic Mail		
		EX		Telephone Extension		
		User Note 1: When used, there must be a previous communication number citing either a national or international telephone number.				
		FT		Federal Telecommunications System (FTS)		
		FX		Facsimile		
		IT		International Telephone		
		TE		Telephone		
Ref	Id	Element Name	Req	Type	Min/Max	Usage
PER08	364	Communication Number Description: Complete communications number including country or area code when applicable	X	AN	1/80	Used
PER09	443	Contact Inquiry Reference Description: Additional reference number or description to clarify a contact number	O	AN	1/20	Used
		User Note 1: When PER01 cites code CE (Certifier), use to indicate the title of the party making the certification.				

Syntax:

1. P0304 - If either PER03,PER04 is present, then all are required
2. P0506 - If either PER05,PER06 is present, then all are required
3. P0708 - If either PER07,PER08 is present, then all are required

User Note 1: Use at the ADDRESS level ONLY.

Use to indicate contact information for an N1 entity.

SE**Transaction Set Trailer**

Pos: 20	Max: 1
Summary - Mandatory	
Loop: N/A	Elements: 2

User Option (Usage): Must use

To indicate the end of the transaction set and provide the count of the transmitted segments (including the beginning (ST) and ending (SE) segments)

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
SE01	96	Number of Included Segments Description: Total number of segments included in a transaction set including ST and SE segments	M	N0	1/10	Must use
SE02	329	Transaction Set Control Number Description: Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set User Note 1: <i>Cite the same number as the one cited in ST02.</i>	M	AN	4/9	Must use

Comments:

- SE is the last segment of each transaction set.